



USAID | ZAMBIA
FROM THE AMERICAN PEOPLE

Social Protection Advisor (2)

Kabwe (1) & Choma (1)

Solicitation No. AID-020-21

OPEN TO: All Interested Candidates
POSITION TITLE: Social Protection Advisors (2), Kabwe (1) and Choma (1)
OPENING DATE: September 23, 2021
CLOSING DATE: October 15, 2021
WORK HOURS: Full-time; 40 hours/week
SALARY RANGE: FSN 11 - (ZMK566,438.91 p.a. – ZMK893,414.34 p.a.)
PERIOD OF PERFORMANCE: Maximum of five (5) years total contract duration

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors/applicants should retain copies of all offer/application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

ATTACHMENT I

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applicants from eligible and qualified persons for the position (s) of **Social Protection Advisor for the Kabwe (I) and Choma (I)**:

BASIC FUNCTION:

The Zambia National Social Protection Policy (NSSP), approved by the Government of the Republic of Zambia (GRZ) in June 2014, provides the strategic framework within which coherent and coordinated social protection programs are to be delivered to Zambian citizens. The policy provides for a holistic and comprehensive view of a social protection system, as it envisages the combination of measures to protect the income and basic needs of the poor and disadvantaged, promote economic development and self-reliance, provide effective insurance mechanisms for workers with contributory capacity, and to remove structural barriers leading to social exclusion. It is within this context that the USAID Development Program Specialist (Social Protection Advisor) supports programming USAID activities in coordination with GRZ policies that address economic, social and cultural rights for all Zambian citizens.

The Social Protection Advisor serves as the USAID social protection programming technical advisor in the province, addressing protective and transformative interventions, preventative efforts, and promotive initiatives for the 60.5% of Zambia's populations living below the poverty line and in activities aimed at serving key, vulnerable and under-represented populations.

MAJOR DUTIES AND RESPONSIBILITIES

The position will be located within the Ministry of Community Development and Social Services (MCDSS) offices. The Social Protection Advisor provides expert technical oversight and support at the site level (community, district, and province) as needed to improve implementation of USAID-funded U.S. President's Emergency Plan for AIDS Relief (PEPFAR) social protection activities.

S/he will be designated as Agreement or Contracting Officer Representative (AOR/COR) for select USAID awards and government-to-government agreements (G2G). S/he will work with the provincial MCDSS social protection leads to plan and monitor implementation of activities within the province and ensure that USAID-supported activities are responsive to the national strategies for the areas.

I. Program Management and Technical Oversight

- Oversees implementation of social protection activities and ensures that Implementing Partners (IPs) are in compliance with host-government agreements, and with the performance expectations outlined in the work plan and the contract/agreement with the USAID Health Team. Based on personal observations, assessment reports, performance statistics, and other available data, makes programmatic recommendations to the designated A/COR and the Social Protection Team.
- Ensures that IPs are in compliance with all relevant USAID regulations and procedures. Applies a specific and in-depth knowledge of applicable USG laws, legislative directives, and regulations.
- Provides expert technical guidance on social protection to IPs and GRZ counterparts; sharing state of the art program updates and providing support to translate these into action.
- Provides technical and programmatic guidance to implementing partners on linking social protection activities with other Mission activities.
- Communicates current research and high impact practices to the social protection staff at provincial levels.
- Reports and documents "success stories" and challenges from the provinces.

II. Activity Management

- Serves as AOR/COR as determined by the social protection team leader, providing day-to-day oversight, as well as strategic and technical input and direction on annual work plans and performance monitoring plans.
- Reviews financial and performance reports to ensure that partner(s) are in compliance with bilateral government agreements and with the performance expectations outlined in their work plan and contract/agreement(s) with USAID.
- Ensures compliance with PEPFAR, GHI (Global Health Initiative), USAID regulations and host government agreements as they relate to the specific mechanisms managed.
- Maintains specific and in-depth knowledge of applicable USG laws and legislative directives, as well as regulations regarding allowable use of funds (e.g., family planning, HIV/AIDS).

III. Monitoring and Evaluation

- In collaboration with the Health monitoring and evaluation (M&E) team and A/CORs, conducts field visits to monitor the activities of social protection implementing partners within the province; tracks progress against program descriptions, implementation plans and annual work plans; assess progress and barriers to achievement, recommends action to AOR/COR for improvement or modifications to address problems, and documents and highlights results.
- Conducts SIMS visits to monitor capacity at facility, community and above-site levels to provide high-quality HIV/AIDS services in all program areas. Facilitates the use of these data and quality outcomes to improve services within the province.
- Performs DQAs on indicators related to the social protection and perform routine project monitoring. Works with the Health M&E team and all AOR/CORs to ensure adequate site visits are taken.

IV. Developing Linkages and Coordination

- Works collaboratively with social protection staff under the Ministry of Community Development and Social Services to ensure activities implemented are well-aligned with the national priorities and strategies.
- Actively participates in social protection technical, planning, and supervisory meetings to ensure alignment of activities.
- Perform other duties as assigned by the Social Protection Team Leader.

REQUIRED QUALIFICATIONS:

A. Education: A Master's degree or equivalent in international development, social sciences, or related field is required.

B. Prior Work Experience: At least five years' experience working within the social protection sector in Zambia, including on economic security and social protection initiatives, child protection services, and protection systems and structures.

C. Post Entry Training: Through on-the-job training (formal, informal and self-taught), the Social Protection Advisor will become familiar with USAID systems and requirements of the overall Health portfolio. The Job holder will need COR/AOR as well as G2G trainings. S/he will obtain a clear understanding of USAID, PEPFAR, PMI, SMGL, GHI, FTF and other health initiative policies, procedures and regulations, including the Automated Directives System (ADS), Mission Orders, and the annual planning and reporting databases. Training in USAID implementation, auditing, and financial management will be provided as needed.

D. Language Proficiency: Level IV - excellent English communication skills, both oral and in written, are essential. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats.

E. Job Knowledge: Sound knowledge of HIV/AIDS prevention, care and treatment, maternal and child health, and public health service delivery programs and systems in Zambia; and a good understanding of Zambian social, cultural and political contexts is required.

F. Skills and Abilities: 1) Demonstrated ability and experience in the conceptualization, design, management, and performance monitoring of complex development programs. 2) Excellent interpersonal skills, required to establish and maintain a wide range of working-level contacts with Health programs in government, non-governmental, and private-sector circles. 3) Demonstrated ability to work effectively within team and interagency environments. 4) Strong management and analytical skills to strategize, develop and implement effective USAID-supported Health programs. 5) Strong financial management and administrative skills used to track the performance of implementing partners. 6) Demonstrated ability to interpret, apply, and explain program policy, guidelines, regulatory directives and related guidance. 7) Demonstrated ability to organize and present information and to draft clear, concise documents. 8) Excellent computer skills, including ease in using database, word processing, spreadsheet, and presentation software applications and email.

G. Supervision Received: The Social Protection Advisor is directly supervised by the Social Protection Division Chief. Desired results are outlined in broad terms. Possible alternative approaches to achieve these results may be discussed, but the choice of alternatives is often left to the discretion of the employee. Problems of unusual difficulty or those not commonly associated with the professional specialization or activity are discussed and resolved as they arise. The Advisor's performance is periodically reviewed with regard to progress toward objectives, soundness, effectiveness of decisions and actions, conformance with policies and regulations.

EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances in accordance with the Local Compensation Plan. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

POINT OF CONTACT

Summer Tucker, Executive Officer
EXOZambiaHR@usaid.gov

APPLYING:

Eligible and qualified offerors/applicants are required to complete and submit:

1. A formal application letter or cover letter.
2. A current CV.
3. Photocopies of all professional certificates and degrees.
4. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>). And
5. Contact information for at least three professional references.
6. As this solicitation is for **Kabwe** and **Choma**, applicants must indicate their preferred location along with the solicitation number in the subject line of the email e.g. “**AID-020-21, Kabwe**” or “**AID-020-21, Choma**”.

Submit your application materials to: exozambiahr@usaid.gov noting to reference the solicitation number in the subject of your email.

Only short-listed candidates will be contacted.

The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.

--END OF SOLICITATION--

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